

**DIRECTOR, COMMUNITY INVOLVEMENT OFFICE**  
(Unclassified Management)

**DEFINITION:**

Under administrative direction, to plan, direct, and coordinate the activities of the Community Involvement Office, a county-wide management system for citizen participation on various advisory boards, commissions, and volunteer programs; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position unclassified management class allocated only to the Chief Administrative Office. The incumbent reports to the assigned Deputy Chief Administrative Officer and has significant responsibility for formulating policy and for managing the activities of the Community Involvement Office.

**EXAMPLES OF DUTIES:**

Plans, directs, organizes, coordinates, and evaluates the activities the Community Involvement Office involved in promoting and maintaining county-wide citizen participation on various advisory boards, commissions, and volunteer programs; formulates and implements policy, procedures, and manuals for promoting and maintaining citizen participation on boards and commissions and utilizing volunteers in county departments; collects county-wide departmental information on available volunteer positions and assists in developing and implementing department volunteer programs and activities; directs the recruitment of volunteers by participating in community and civic organizations and events, preparing promotional materials and advertisements, and developing and presenting workshops or training seminars on citizen participation programs; directs the placement of volunteer staff on boards, commissions, and in departments; directs the maintenance of Community Involvement Office records and files on qualified volunteers available and vacant volunteer positions; provides technical assistance and consultation to citizen boards, commissions, and departmental staff; presents reports to the Board of Supervisors, governmental agencies, various planning commissions, and other legislative bodies; performs special studies, assignments, and projects assigned by the Chief Administrative Officer; and supervises subordinate staff.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Policy and procedure development and implementation related to promoting and maintaining countywide citizen and volunteer programs for a large public governmental agency.
- Community organizations and resources available to promote and maintain citizen participation and volunteer programs.
- Techniques and methods used in preparing and presenting training workshops, advertisements, and county/citizen joint group events or activities.
- Principles and practices of supervision, training, and general administration.
- General Management System in principle and in practice.

**Skills and Ability to:**

- Plan, organize, direct and evaluate countywide citizen participation and volunteer programs.
- Coordinate activities with county management or officials, agency representatives, and citizen boards or commissions.
- Develop and implement policy, procedures, and manuals for enhancing and maintaining citizen participation on boards and commissions and utilizing volunteers in county departments.
- Collect countywide departmental information on available volunteer positions and assist in developing and implementing department volunteer programs and activities.
- Direct the recruitment of volunteers by participating in community and civic organizations and events, preparing promotional materials and advertisements, and developing and presenting workshops or training seminars on citizen participation programs.
- Direct the placement of volunteer staff on boards, commissions, and in departments.
- Provide technical assistance and consultation to citizen boards, commissions, and departmental staff.
- Present reports to the Board of Supervisors, governmental agencies, various planning commissions, and other legislative bodies.
- Supervise and train the work of subordinate staff.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations on countywide activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

**EDUCATION/EXPERIENCE:**

Education, training and experience which clearly demonstrate possession of the knowledge and skills listed above. An example of qualifying education and experience is: three (3) years of management experience in planning, directing, and coordinating citizen participation and volunteer programs within a large public agency. The possession of a bachelor's degree in business administration, public administration, or a related field is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.